

## How to arrange a sub for your Migration

- At your migration meeting you will set the dates when you will be migrating. Think about the days you will want a sub and which schools/classes will need to be covered. You are allotted 3 days of professional leave for a sub to cover your school/classes for each migration.
- As soon as possible call the migration subs and arrange directly with them the days and schools where they will sub.
- When you have found an available sub, call sub finder and do the sub job. Choose pre-arranged sub and use your sub's id number when asked. This is professional leave, use the sub code 431.
- If your days are not consecutive at the same school (for example you want to use your sub at School A on Monday and Wednesday, and at School B on Tuesday, you have to do a separate job for each absence. After you have the job numbers, email or phone Pamela Payne and she will connect the jobs.
- Call the sub closer to the migration date to consult with them on the lessons you will need them to teach.
- Make sure that you leave sub info in an easy to find place, including the sub lesson binder, log ins, and your teaching schedule. (See the sub info template on the sub site.)
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